



CENTENARY STATE HIGH SCHOOL

Brisbane, Australia

*Quality Learning, Quality Futures*

CRICOS Provider 00608A DETE

[www.centenaryshs.eq.edu.au](http://www.centenaryshs.eq.edu.au)

Aspiration | Commitment | Community

# 2024 ENROLMENT AGREEMENTS

## STUDENT DETAILS

Student Family Name:	
Student Given Name/s:	
Entry Year Level:	

## PLEASE COMPLETE THE ENCLOSED AGREEMENTS:

*(Please do not detach any pages from this booklet. Submit completed booklet when handing in Enrolment)*

- Student Enrolment Agreement - *The enrolment agreement sets out the responsibilities of the student, parents/carers and the school staff in regard to the education of students enrolled at Centenary State High School. Further information is available in the 'Student Code of Conduct' which is located on our school website.*
- Centenary State High School IT Infrastructure and BYOD: Responsible Use Agreement— *All students are provided access to the school's network in accordance with the Computer Access Agreement. This agreement outlines the responsibilities of all stakeholders in accessing digital resources connected to the school.*
- Voluntary Participation in Chaplaincy Program — *The school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content. Information about the school's chaplaincy program can be located on the school's website.*
- Student Resource Scheme — *The scheme is designed to offset the cost to you of the provision of educational resources associated with your student's education. These resources enhance your student's educational experience and assist them to fully engage with the curriculum. For more information refer to the 'Information for Parent/Carers' in this enrolment package.*
- State School Consent Form (Media Permission) — *This consent form authorises the Department and the State to use the individual's personal information and copyright material. This may include school newsletters, magazines, websites (including Social Media Websites) and other School, Departmental or State publications. This can include television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal document such as manuals, websites, certificates and strategic plans, and posters and other promotional material. If you do not want your student to participate please leave the form blank.*

*(For more information on each agreement please refer to the Information for Parents/Carers booklet)*

## OFFICE USE ONLY

Date Received:	Date Enrolled:
Application Complete:	

# STUDENT ENROLMENT AGREEMENTS

*This enrolment agreement sets out the responsibilities of the student, parents/carers and the school staff in regard to the education of students enrolled at Centenary State High School. Further information is available in our full "Student Code of Conduct" on our school website.*

Centenary State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing. Students' performance is greatly influenced by the standards they set for themselves. When these standards are supported, reinforced and modelled by staff, parents/carers and the community at large, it follows that students' learning will be greatly enhanced.

## **Responsibility of student to:**

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the school's Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear the school's uniform
- respect the school property

## **Responsibility of parents/carers to:**

- ensure your student attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your student is unable to attend school and reason/s why (e.g. student is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your student's ability to learn
- ensure your student completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your student and assist your student to achieve maturity, self-discipline and self-control
- not allow your student to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your student is in out-of-home care
- keep school informed of any changes to your contact details or your student's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your student's medical details

## **Responsibility of school staff to:**

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents/carers regularly about how their student is progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students and parents/carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Uniform Policy
- ensure that parents/carers are aware that the school does not have personal accident insurance cover for students

- advise parents/carers of extra-curricular activities operating at the school in which their student may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents/carers as soon as possible if the school is concerned about the student’s school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their student as soon as practicable on the day of the student’s absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, Customer Complaints Management
- treat students and parents/carers with respect

**I accept the rules and regulations of Centenary State High School as stated in the school policies that have been provided to me as follows:**

- ✓ [Student Code of Conduct](https://centenaryshs.eq.edu.au/our-school/rules-and-policies) / https://centenaryshs.eq.edu.au/our-school/rules-and-policies
- ✓ [Student Dress Code](https://centenaryshs.eq.edu.au/our-school/rules-and-policies) / https://centenaryshs.eq.edu.au/our-school/rules-and-policies
- ✓ [Mobile Phone and Wearable Device Policy](https://centenaryshs.eq.edu.au/our-school/rules-and-policies) / https://centenaryshs.eq.edu.au/our-school/rules-and-policies
- ✓ [Good Standing Policy](https://centenaryshs.eq.edu.au/our-school/rules-and-policies) / https://centenaryshs.eq.edu.au/our-school/rules-and-policies
- ✓ [Advice for state schools on acceptable use of ICT facilities and devices](https://ppr.qed.qld.gov.au/pp/use-of-ict-systems-procedure) / https://ppr.qed.qld.gov.au/pp/use-of-ict-systems-procedure
- ✓ [School charges and voluntary contributions](https://centenaryshs.eq.edu.au/enrolments/resource-scheme) / https://centenaryshs.eq.edu.au/enrolments/resource-scheme
- ✓ [Absences](https://centenaryshs.eq.edu.au/our-school/absences) / https://centenaryshs.eq.edu.au/our-school/absences
- ✓ [School excursions procedure](https://ppr.qed.qld.gov.au/pp/school-excursions-procedure) / https://ppr.qed.qld.gov.au/pp/school-excursions-procedure
- ✓ [Complaints management procedure](https://ppr.qed.qld.gov.au/pp/customer-complaints-management-procedure) / https://ppr.qed.qld.gov.au/pp/customer-complaints-management-procedure
- ✓ [Religious instruction policy statement](https://education.qld.gov.au/parents-and-carers/school-information/school-operations/policy-statement) / https://education.qld.gov.au/parents-and-carers/school-information/school-operations/policy-statement
- ✓ [Chaplaincy and student wellbeing officer services policy statement](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services) / https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services
- ✓ [Insurance information for schools, parents and work experience providers](https://ppr.qed.qld.gov.au/pp/work-experience-placements-for-school-students-procedure) / https://ppr.qed.qld.gov.au/pp/work-experience-placements-for-school-students-procedure
- ✓ [Obtaining and managing student and individual consent](https://ppr.qed.qld.gov.au/pp/obtaining-and-managing-student-and-individual-consent-procedure) / https://ppr.qed.qld.gov.au/pp/obtaining-and-managing-student-and-individual-consent-procedure

**I ACKNOWLEDGE:**

- That I have read and understand the responsibilities of the student, parents/carers and the school staff outlined above.
- That information about the school’s current programs and services is clear.
- To accept and abide by the *Student Code of Conduct* during the full period of enrolment.
- To comply with the correct wearing of the school uniform, as published in the school’s *Student Dress Code*.
- To comply with all expectations and processes in regard to mobile phones, mobile phone pouches and wearable devices, as published in the school’s *Mobile Phone and Wearable Device Policy*.

**STUDENT**

Student Name:		Year:	
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Student Signature:		Date:	
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**PARENT/CARER**

Parent/Carer Name:			
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Parent/Carer Signature:		Date:	
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**OFFICE USE**

Enrolling Officer's Signature:		Date:	
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# CENTENARY STATE HIGH SCHOOL IT INFRASTRUCTURE AND BYOD: RESPONSIBLE USE AGREEMENT

Our goal is to ensure the safe and responsible use of IT facilities, services and resources available to students. Please review the points below and indicate your understanding and agreement on the following page.

## Responsibilities of stakeholders involved in the use of School ICT infrastructure including Bring your Own Device (BYOD) program:

### **School**

The school will provide:

- IT infrastructure including Wi-Fi networks, specialist computer labs and peripheral hardware
- BYOD program induction — including information on connection, use and care of device at school
- support for students to access our network at school
- BYOD internet filtering (when connected via the school's computer network)
- some technical support and advice
- some software for use on student devices e.g. Adobe, Microsoft Office 365, eBooks
- printing facilities
- a limited number of laptops for students that require short or loan term loans

### **Student**

Student agrees to:

- acknowledge that core purpose of device at school is for educational purposes
- care for own device, school-owned devices and devices owned by other students
- ensure device has enough battery power for each lesson
- use resources (e.g. printing paper and internet service) only for educational purposes and only as much as required
- seek out assistance from school IT technicians to resolve connection problems *before* they interrupt class learning time
- acknowledge that IT issues are not grounds for non-participation in class
- regularly back up all important documents and data (e.g. to school OneDrive account)
- acknowledge that loss of data by failing to back up is not grounds for late submission of work
- exhibit appropriate digital citizenship and online safety (see student charter for detailed expectations)
- maintain network security and password protection — keep passwords private and secure
- abide by intellectual property and copyright laws (including software/media piracy)
- operate within the school internet filtering and not attempt to bypass in order to access blocked or inappropriate content (e.g. with a VPN or mobile hotspot)
- sign the *Centenary State High School IT infrastructure and BYOD: Responsible Use Agreement* (below)

### **Parents/carers**

Parents/carers agrees to:

- acknowledge that core purpose of device at school is for educational purposes
- encourage and support appropriate online behaviour and cyber-safety with students
- seek technical support from place of purchase or other providers to resolve problems with BYOD device
- agree to provide a device to be used for education purposes or to contact the school to organise alternatives
- communicate with school when replacement or loan device is required
- support students to obtain required software, including sufficient anti-virus software
- review 3<sup>rd</sup> party website permission requests and provide your preferences to the school
- understand and sign the *Centenary State High School IT infrastructure and BYOD: Responsible Use Agreement* (below)

*Centenary State High School is not responsible for any damage to personal devices brought to school. Students and parents/carers assume all responsibility for damage to personal electronic devices. It is highly recommended that all suitable insurance cover is provided, such as accidental damage insurance.*

**Centenary State High School IT infrastructure and BYOD: Responsible Use Agreement**

<b>STUDENT</b>			
Student Name:		Year:	
Student Signature:		Date:	
<b>PARENT/CARER</b>			
Parent/Carer Name:			
Parent/Carer Signature:		Date:	

## VOLUNTARY PARTICIPATION IN CHAPLAINCY PROGRAM

The school community provides a chaplaincy program, endorsed by the school’s Parents and Citizens’ Association, and is available on a voluntary basis to all students. Information about the school’s chaplaincy program is on the school’s website. The chaplain is involved in a range of activities at the school, which are free of religious or spiritual content.

**Voluntary student activities, free of religious, spiritual and/or ethical content include but are not exclusive to:**

- Breakfast program – once a week the Chaplaincy Service provides a free breakfast for any student who wishes to attend.
- Mentoring/support – where appropriate, school staff will refer students to the Chaplain for regular mentoring and support.
- Fundraisers and community/social welfare projects.
- Outdoor education programs, including school camp programs.
- Assistance with school sporting events.
- Support with whole of school events.
- QCS lunch – each year the Chaplaincy Service provides a free lunch to Year 12 students during their QCS exams.

**The below activities are available to all students who may voluntarily participate unless a parent/carer requests in writing that this is not to occur for their student:**

- Pastoral support – students can self-refer or be referred to the Chaplain for pastoral support regarding issues including bullying, school problems, family conflict, etc. This support may or may not include spiritual and/or ethical content.
- Bible studies/prayer meeting – the Chaplain assists student-led bible and prayer meetings during lunch breaks.

**PLEASE TICK ONE OF THE BELOW BOXES**

- I give consent for the above-mentioned student to participate in activities free of religious or spiritual content. I understand that, where I agree that the student can participate in the chaplaincy program, this information will be passed on to the school chaplain.
- I do not give consent for the above-mentioned student to participate in activities associated with the chaplaincy program at Centenary State High School.

**STUDENT**

Student Name:		Year:	
Student Signature:		Date:	

**PARENT/CARER**

Parent/Carer Name:			
Parent/Carer Signature:		Date:	

# STUDENT RESOURCE SCHEME

## The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents/carers with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of parents/carers.

The objective of the scheme is to provide parents/carers a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent/carer to participate.

This Participation Agreement Form applies for the duration of a student’s enrolment at the school, however parents/carers who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents/carers pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents/carers not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents/carers can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents/carers are requested to complete the Participation section of this form and return it to the school.

If parents/carers have not completed and returned the form before the due date, the school will take the view that the parent/carer does not wish to participate.

### Payment

On agreeing to participate in the SRS, a parent/carer agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

### Participation

**YES I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

**NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my student with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

<b>School Name:</b>	
<b>Form Return Date:</b>	
<b>Student Name:</b>	
<b>Year Level:</b>	
<b>Parent/Carer Name:</b>	
<b>Parent/Carer Signature:</b>	
<b>Date:</b>	

*(For more information on this agreement please refer to the Information for Parents/Carers booklet)*



# STATE SCHOOL CONSENT FORM



Queensland Government

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- **Parent/carer to complete**
- **Mature/independent students may complete on their own behalf** (if under 18 a witness is required).

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

(d) Name to be used in association with the person's personal information and materials\* (please select):

Full Name  First Name  No Name  Other Name .....

*\* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

*\*\* For school photos Full Name will be used unless a limitation is given in Section 5 below.*

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals and school photographs;
  - promotional/advertising materials; and
  - presentations and displays.

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: Duration of enrolment

### 5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

**6 CONSENT AND AGREEMENT**

**► CONSENTER – I am (tick the applicable box):**

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter .....

Signature or mark of consenter .....

Date .....

Signature or mark of student (if applicable) .....

Date .....

**SPECIAL CIRCUMSTANCES**

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

**► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

**► Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....